

Proposal Instruction Document – Primary RFA 2011- 1

The proposal should specify the justification, objectives, planned activities, methods, and partnership resources in sufficient detail to allow reviewers to assess the feasibility and potential success.

Proposals (Attachment 1 on the details tab) exceeding the page limit cannot be submitted. Page limits may vary by task statement; check the specific task statement to determine page limit for that task.

Project applications must meet all requirements in Section D (Proposal application requirements) of the request for proposals to be considered. Proposals that do not meet all requirements will not be considered for funding.

I. Overview

The overview section should include:

- **Project justification and expected benefits.** A summary of the issue(s), why the project needs to be done, and the benefits to be derived. The justification must be directly responsive to the task statement in the RFA.
- **Project objectives.** Project objective(s) must be clearly stated in measurable terms. This should include a brief statement of the hypotheses to be tested, what information or product(s) will be provided at the end of the project, and how the information or product(s) can be used to answer the questions in the task statement. Objectives should be clearly linked to specific questions in the task statement.

The overview section is intended to provide peer reviewers and the Governing Board with evidence that the proposal demonstrates new work or significantly builds on previous and/or on-going work.

II. Methods

This section should describe procedures proposed for conducting the project in sufficient detail that an expert reviewer could understand the process and that a peer could replicate the proposed work.

This section should resemble an abbreviated methods section typically found in research study plans or scientific peer-reviewed journal articles. At a minimum, methods should succinctly describe the following if applicable or appropriate:

- Study sites
- How methods tie to specific objectives and task statement questions
- Protocols for data collection
- Materials to be used to conduct the investigation
- Experimental design
- Sample design, including procedures for sub-sampling
- Tentative statistical analysis procedures including response variables, independent variables or covariates

If the proposal will use a standard methodology, e.g., Brown's fuel transects (Brown 1974), a reference is sufficient, otherwise please be specific.

NOTE: Although not required, the JFSP strongly encourages investigators to obtain statistical review of your study design prior to proposal submission to ensure the statistical design and methods in the proposal are adequate to accomplish the stated objective(s). Projects tentatively selected for funding may undergo an additional review to evaluate the statistical soundness of the study design.

III. Project Duration and Timeline

Project duration may vary by task statement; check the specific task statement to determine if there are applicable limits. Proposals will generally not be approved for longer than three years unless otherwise specified in the task statement. Proposals must clearly state how research activities, including the final report and deliverables, can be completed within the project term. Proposals should provide a proposed timeline for the project that identifies the significant milestones to be achieved. The Board expects investigators to outline realistic schedules in their proposals that include reasonable allowances for time likely to be lost to inclement weather and other problems.

Funding by agreements or other appropriate funding transfer documents is typically not available until mid summer or later following funding approval decisions by the Governing Board. Applicants should adjust project schedules accordingly.

IV. Project Compliance – NEPA and other clearances

Proposals must clearly state how required National Environmental Policy Act (NEPA) and other necessary clearances will be completed to ensure the project will be completed within the project term. Proposals should identify the unit responsible for NEPA and other compliance. Letters from the responsible unit that describe the unit's commitment to the schedule are encouraged. Other common compliance issues are OMB approvals for public surveys, and permits for collection of animals or plants.

V. Research Linkage

This section should describe any other current or proposed research projects that this proposal is linked to regarding study sites, design, funding, or results from Joint Fire Science Program, National Fire Plan, or other sources of research funding.

VI. Deliverables and Science Delivery

Investments in wildland fire science need to be accompanied by science interpretation and delivery, as appropriate. Each proposal should include a description of how results and products will be effectively transferred to field managers and other end users, if appropriate. A combination of passive, e.g., published papers, CDs, websites, and active, e.g., field tours, workshops, and training sessions, methods are preferred. Principal Investigators and their research team are encouraged to seek the assistance of the JFSP sponsored fire science consortia for further support in implementing science findings.

Proposals must provide specific details on deliverables that will be provided by the work, along with estimated delivery dates. Use the following deliverable types to complete the deliverables table in the proposal:

- Book or book chapter
- Masters thesis
- Ph.D. dissertation
- Refereed publication
- Non-refereed publication
- Conference/symposia/workshop
- Field demonstration/tour
- Invited paper/presentation
- Poster
- Training session
- Computer model/software/algorithm
- Dataset (including spatial)
- Website

Annual progress summaries are required and are due on September 30 of each year.

A final report must be posted on the final report tab in the JFSP database by the project end date in the JFSP records (on the details tab in the JFSP database). Final report guidance is posted at the JFSP web site (www.firescience.gov).

It is expected that all final products will include an electronic version suitable for distribution, posting, etc. Descriptions in English units with metric equivalents in parentheses are required.

VII. Roles of Investigators and Associated Personnel

Describe the roles and responsibilities of associated personnel.

VIII. Literature Cited

List all citations in the proposal.